



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 1
Replaces: Directive # 1 dated 4/83, 5/94
Administered by: OEDM

Date: July 1, 2001
Duration: Until Revised
Authority: Deputy State Fire Marshal

SUBJECT: APPOINTMENT/ CERTIFICATION POLICY

PURPOSE:

To clarify and define the State Fire Marshal's Policy concerning appointment and certification of local fire marshals, deputies and inspectors.

DISCUSSION:

Since the beginning of the State Fire Marshal's Certification Training Programs, some confusion has existed concerning the appointment/certification process. Clearly, by the Connecticut General Statutes (C.G.S.), two authorities have very specific responsibilities in this matter:

- (1) State Fire Marshal and the Codes and Standards Committee must adopt minimum standards of qualification for local marshals, deputies and inspectors. The State Fire Marshal and the Codes and Standards Committee will issue a "certificate" to such person stating that he has met the requirements for certification. (C.G.S. § 29-298).
- (2) Local Authority has the power to appoint fire marshals, deputies and/or inspectors as they see fit, and within ten (10) days of such appointment, the local authority must notify the State Fire Marshal of such appointments. (C.G.S. § 29-297). The local authority cannot appoint anyone unless the person has met the requirements for certification. (C.G.S. § 29-298).

For brevity purposes, local fire official (as referenced in C.G.S. § 29-298) shall denote fire marshal, deputy fire marshals, fire inspectors and such other classes of inspectors and investigators as deemed necessary.

Based upon these responsibilities, the Office of State Fire Marshal (OSFM) sets forth the following policy:

POLICY:

- (1) Minimum standards are defined as (1) successful completion of the State Fire Marshal's Pre-Certification Course, or (2) successful completion of an exam administered by the Office of Education and Data Management (OEDM), or (3) successful completion of an outside training program approved by OEDM and the Codes and Standards Committee.
- (2) No person will be enrolled in an OSFM sponsored certification training course unless a letter of intention to appoint is submitted by the local appointing authority, indicating appointment upon successful completion of the course.
- (3) Local authority, as defined by C.G.S. § 29-297, will usually mean, city manager, first selectman or board of fire commissioners for fire marshal and deputy fire marshal appointments. Appointments of other classes of local fire officials (not covered by § 29-297) required to be certified shall be done in the same manner as fire marshals and deputy fire marshals except the appointing authority may delegate these appointments, in writing, to the local fire chief or fire marshal.

- (4) Upon successful completion of the certification course and official appointment by the local appointing authority, the State Fire Marshal will “certify” the individual as a fire marshal, deputy fire marshal or other class of local fire official required to be certified.
- (5) If an individual, upon successful completion of the Certification Course, is not appointed and certified to act as a fire marshal, deputy fire marshal or other class of local fire official required to be certified within three years from the date of the course completion, the person shall not be certified, EXCEPT:
 - (a) If the individual can demonstrate, to the satisfaction of the Deputy State Fire Marshal, that although not officially appointed and/or certified, that person has been performing functions and duties that are the same as or closely related to the duties of certified officials or maintained adequate educational requirements in accordance with C.G.S. § 29-298. A resume shall be submitted to the Deputy State Fire Marshal so that this determination can be made.

-OR-

- (b) If the individual can successfully complete a written examination administered by the OEDM covering all aspects of the position of fire marshal, deputy fire marshal or other class of local fire official required to be certified.

Classes of Certification and Standards of Qualification for Local Fire Marshals, Deputy Fire Marshals, Fire Inspectors, and Other Local Fire Officials

The Regulations of Connecticut State Agencies are amended by adding § 29-298-1 through 29-298-16.

Sec. 29-298-1. Definitions

- (a) As used herein, "**certificate**" means the written document issued by the State Fire Marshal and the Codes and Standards Committee stating that the holder is eligible to be certified.
- (b) As used herein, "**candidate**" means a person who holds a certificate.
- (c) As used herein, "**eligible to be certified**" means that a person has (1) successfully passed an oral, written, or practical examination approved by the State Fire Marshal and Codes and Standards Committee, or (2) successfully completed a program or programs of training developed by public agencies and approved by the State Fire Marshal and Codes and Standards Committee, or (3) successfully completed the Fire Marshal/Inspector Certification Course administered by the Bureau of State Fire Marshal and approved by the State Fire Marshal and Codes and Standards Committee.
- (d) As used herein, "**certified**" means a candidate holds a certificate and has met the standards for certification.

(Effective September 27, 1988)

Sec. 29-298-2. Classes of certification of local fire officials:

There shall be six classes of local fire officials:

- (a) Fire Safety Code Inspector;
- (b) Hazardous Materials Inspector;
- (c) Fire Investigator;
- (d) Fire Inspector;
- (e) Deputy Fire Marshal; and
- (f) Fire Marshal

(Effective September 27, 1988)

Sec. 29-298-3. Fire safety code inspector

- (a) A fire safety code inspector is a person who has been appointed and certified after having demonstrated the knowledge and ability to perform the duties and carry out the responsibilities set forth in the Connecticut Fire Safety Code and sections of the Connecticut General Statutes as they relate to the Connecticut Fire Safety Code.
- (b) A fire safety code inspector carries out fire safety code inspection activities at the direction of the local fire marshal and under such supervision as the local fire marshal deems appropriate.

(Effective September 27, 1988)

Sec. 29-298-4. Hazardous materials inspector

- (a) A hazardous materials inspector is a person who has been appointed and certified after having demonstrated the knowledge and ability to perform the duties and carry out the responsibilities set forth in Chapter 541 of the Connecticut General Statutes as well as adopted standards and regulations concerning hazardous materials.

- (b) A hazardous materials inspector carries out inspection activities concerning hazardous materials at the direction of the local fire marshal and under such supervision as the local fire marshal deems appropriate.

(Effective September 27, 1988)

Sec. 29-298-5. Fire investigator

- (a) A fire investigator is a person who has been appointed and certified after having demonstrated the knowledge and ability to perform the duties of and carry out the responsibilities of Chapter 541 of the Connecticut General Statutes, as well as other sections of the General Statutes, as they relate to the investigation of fire, explosion, and the crime of arson.
- (b) A fire investigator performs investigations of fire, explosion, and the crime of arson at the direction of the local fire marshal and under such supervision as the local fire marshal deems appropriate.

(Effective September 27, 1988)

Sec. 29-298-6. Fire inspector

- (a) A fire inspector is a person who has been appointed and certified after having demonstrated the knowledge and ability to perform the duties of and carry out the responsibilities of a local fire marshal as set forth in the statutes and regulations of the State of Connecticut.
- (b) A fire inspector performs duties at the direction of and under such supervision as the local fire marshal deems appropriate.

(Effective September 27, 1988)

Sec. 29-298-7. Deputy fire marshal

- (a) A deputy fire marshal is a person who has been appointed and certified after having demonstrated the knowledge and ability to perform the duties of and carry out the responsibilities of a local fire marshal as set forth in the statutes and regulations of the State of Connecticut.
- (b) A deputy fire marshal performs duties at the direction of and under such supervision as the local fire marshal deems appropriate.

(Effective September 27, 1988)

Sec. 29-298-8. Fire marshal

- (a) A fire marshal is a person who has been appointed and certified after having demonstrated the knowledge and ability to perform the duties of and carry out the responsibilities of a local fire marshal as set forth in the statutes and regulations of the State of Connecticut.
- (b) A fire marshal performs, or causes to be performed, the duties of a local fire marshal and ensures that the responsibilities of a local fire marshal are carried out as set forth in the statutes and regulations of the State of Connecticut.

(Effective September 27, 1988)

Sec. 29-298-9. Minimum standards of qualification of fire marshals, deputy fire marshals, and fire inspectors

In order to meet the minimum standard of qualification for the fire marshal, deputy fire marshal or fire inspector, an individual must:

- (a) hold a certificate issued by the State Fire Marshal and the Codes and Standards Committee;
- (b) have been appointed and sworn, if applicable, in accordance with the Connecticut General Statutes;
- (c) be certified by the State Fire Marshal and the Codes and Standards Committee.

(Effective September 27, 1988)

Sec. 29-298-10. Minimum standards of qualification of other classes of local fire officials

In order to meet the minimum standard of qualification for other classes of local fire officials, an individual must:

- (a) hold a certificate issued by the State Fire Marshal and the Codes and Standards Committee for the position to which the individual desires appointment;
- (b) have been appointed by the local appointing authority;
- (c) have a copy of the appointment on file with the State Fire Marshal; and
- (d) be certified by the State Fire Marshal and the Codes and Standards Committee for the appropriate class of local fire official.

(Effective September 27, 1988)

Sec. 29-298-11. Issuance and lapse of certificates

- (a) A certificate shall be issued by the State Fire Marshal and the Codes and Standards Committee upon a determination that an individual is eligible to be certified.
- (b) In the event that a person holding a certificate is not appointed to a position commensurate with such certificate, the certificate shall be of no effect under these regulations after the passage of three years next following the date of the certificate.
- (c) In the event that a person appointed to a position commensurate with a certificate ceases to hold the position, then the certificate shall be of no effect under these regulations after the passage of three years next following the date upon which the person ceased to hold the position.

(Effective September 27, 1988)

Sec. 29-298-12. Eligibility for certification to more than one class of local fire official

- (a) A candidate for Fire Inspector is also qualified as a candidate for Deputy Fire Marshal and Fire Marshal;
- (b) A candidate for Deputy Fire Marshal is also qualified as a candidate for Fire Marshal.

(Effective September 27, 1988)

Sec. 29-298-13. Multiple candidacies

A person who is a candidate for Fire Safety Code Inspector, Hazardous Materials Inspector, and Fire Investigator concurrently is also qualified to be a candidate for Fire Inspector, Deputy Fire Marshal and Fire Marshal.

(Effective September 27, 1988)

Sec. 29-298-14. Certification of local fire marshals

The State Fire Marshal and the Codes and Standards Committee shall certify a candidate as a Fire Marshal upon the receipt of the report of the Town Clerk pursuant to Connecticut General Statutes Chapter 541, Section 29-297.

(Effective September 27, 1988)

Sec. 29-298-15.

The State Fire Marshal and the Codes and Standards Committee shall certify a candidate as a fire safety code inspector, hazardous materials inspector, fire investigator, fire inspector, or deputy fire marshal upon receipt by the State Fire Marshal of a copy of the appointment of the candidate as such fire officer.

(Effective September 27, 1988)

Sec. 29-298-16. Minimum hours of continuing education and training required to maintain certification.

- (a) The minimum hours required to maintain certification for fire inspectors, deputy fire marshals and fire marshals shall be as set forth in Chapter 541 of the Connecticut General Statutes.
- (b) The minimum hours required to maintain certification for other classes of fire officials shall consist of not less than thirty hours over a three-year period.

(Effective July 25, 1990)